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MAG Federal Fund Programming Guidelines & Procedures
Competitive Project Selection Process for MAG Federal Funds

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100. Guiding Principles

1. The MAG Federal Fund Programming Principles for the Region shall comply with federal laws. The Principles will be reviewed and updated for compliance as new state, and federal laws are adopted.
2. The MAG Federal Fund Programming Principles will incorporate policy direction, as appropriate from Regional Council approved MAG Transportation Plans. Adopted policy direction is included in the Appendix.
3. The MAG Federal Fund Programming Principles and changes to the Principles will be approved through the MAG Committee Process including the Transportation Review Committee, the Management Committee, the Transportation Policy Committee, and the Regional Council. Please see Appendix A for the MAG Committee Structure chart.
4. Except where excluded, the MAG Federal Fund Programming Principles are applicable regardless of project sponsor to all projects programmed with Federal funds that are accounted for in the MAG Sub Allocated Ledger maintained by Arizona Department of Transportation (ADOT). These projects compose the MAG Federal Fund Program. As of May 2015, these include Congestion Mitigation and Air Quality Improvement Program (CMAQ, CMAQ-2.5), Pinal County Surface Transportation Program (STP-MAG), sub allocated Highway Safety Improvement Program (HSIP-MAG), and the Transportation Alternatives Program (TAP-MAG).
5. The following are excluded from the MAG Federal Fund Program and are not covered by the MAG Federal Fund Programming Principals:
 - Transit projects funded with flex funding – Congestion Mitigation Air Quality (CMAQ) and Surface Transportation Program (STP) funding
 - Freeway Grant Anticipation Note payments funded with urbanized area sub allocated STP-MAG
 - Arterial Life-Cycle Program projects funded with urbanized area sub allocated STP-MAG, CMAQ or other federal funding
 - Projects funded through the MAG Unified Planning Work Program
6. When first selected through the competitive programming process, all project work phases to receive federal funding in the MAG Federal Fund Program will be programmed at the maximum Federal share of the total project cost eligible for federal reimbursement.
7. It is MAG policy to obligate CMAQ and sub allocated urbanized area STP at the same rate to avoid building fund balances that may be subjected to Congressional rescissions.
8. To avoid the loss of Federal Obligation Authority – the legal authority to commit federal funding for the reimbursement of eligible costs - and thereby the ability to fully use or loan Federal funding and minimize funding losses from Congressional rescissions, it is MAG policy to fully use the total amount of annual Obligation Authority allocated to MAG prior to its expiration or State mandated date.

9. To avoid the waste and/or loss of federal funding, MAG encourages the Federal Highway Administration and ADOT to authorize projects or project phases at the maximum federal share up to the programmed amount and to allow the transfer of unused authorized federal funding between project phases (e.g. transfer unused federal funding from a design phase to construction phase). Changes to work phases should include TIP change(s).
10. The MAG Federal Fund Status Report will closely monitor the development of projects in the MAG Federal Fund Program to ensure that Obligation Authority is used, and to guide decisions on project obligation, de-obligation, deletion, deferment and advancement within the program.
11. Through the MAG Federal Fund Status Report, sponsors of projects (including ADOT) in the MAG Federal Fund Program are required to report twice a year on the project scope, budget and schedule of projects.
12. *The Transportation Programming Guidebook (Guidebook)* will be published annually, prior to the start of the application process. The *Guidebook* will describe and provide the programming schedule and deadlines for the MAG Federal Fund Program, application forms, federal fund estimates, programming process information per modal type, and contact information.
13. In accordance with the Clean Air Act, projects that are committed measures in the MAG air quality plans are legally binding for implementation. Examples include: Paving Unpaved Road Projects, PM-10 Certified Street Sweepers, and Paving Unpaved Road Shoulders. In addition, these types of projects are essential for demonstrating air quality conformity for the Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP).
14. If a project does not use the full amount of its programmed and obligated federal funds, the remaining balance of unused federal funds, will be returned to the region to be reprogrammed.
15. Safety will be explicitly considered when selecting and programming projects with MAG Federal funds.

200. Project Sponsor Responsibilities

The term “project sponsor” refers to the agency responsible for developing a project for Federal funding as identified in the Transportation Improvement Program (TIP) listing of the project or if the project is not listed in the TIP, agency identified in the project application for federal funding through MAG.

The project sponsor is responsible for the following:

1. All project costs not covered by federal funding as identified in the TIP, including the local match, review fees, cost increases and any work phases necessary to complete the project that are not identified in the TIP or are not listed as having federal funding.
2. Developing the project application and providing the applicable MAG review committees with accurate and timely information on the project and where requested by MAG, updating the project application to reflect changes to the TIP.

3. Initiating contact with ADOT to start the development process, exercising project oversight, participating in project meeting and reviews and where applicable, exercising full responsibility for completing the development process including preliminary engineering, acquisition of rights-of-way, construction or any other activity necessary to complete the project under applicable State and Federal law.
4. Providing reports and letters to MAG as detailed in Section 300, 500 and 600.
5. Requesting TIP changes.

300. Progress Reporting

300.1. Scope and Purpose

1. **Scope.** A Commitment Letter and Status Report is required for each MAG Federal Fund Program project work phase (e.g. design, right-of-way, construction, procurement, etc.) identified in the TIP that is federally funded and is programmed for work twenty-four months from the State Mandated Deadline.
2. **Purpose.** The Commitment Letter and Status Report is intended to meet the following needs:
 - a. Verification that the sponsoring agency has committed sufficient staff and other resources necessary to complete the project as programmed and that it has budgeted adequate funding to cover the local funding share of the project.
 - b. Demonstration of continuous effort by the project sponsor to complete the project as programmed. Demonstration of continuous effort is a requirement for a second or later deferral.
 - c. Verification that the project or project work phase will meet the State Mandated Deadline. This verification is necessary for the project to continue in the TIP in the year it is programmed for authorization and for the project to receive funding in the MAG Closeout.
 - d. Providing financial information necessary for MAG to implement the MAG Closeout and to reprogram MAG Federal Fund Projects. The funding amounts used will be based on information provided by the Status Report and the Transportation Improvement Program.

300.2. State Mandated Deadline

The critical deadline for the project development process is **June 1st of the year the project work phase is programmed** in the TIP as the State has mandated that all paperwork necessary to obtain federal authorization to proceed with work that is reimbursable with federal funding must be completed by that date. Failure to meet this deadline without an extension granted by ADOT, will result in loss of funding for the project and for the Region.

300.3. Notice Letter

Six months prior to the date the Commitment Letter and the first Status Report is due to MAG, MAG will provide the project sponsor with a notice containing the following information:

1. The date the Commitment Letter and Status Report is (See Section 300.2) due
2. A listing of Commitment Letter requirements, and
3. The date that the project must complete the design and review process – the State Mandated Deadline.
4. A spreadsheet template or form necessary to complete a Status Report (See Section 300.4) for each federally funded work phase in the project.

300.4. Commitment Letter

Project sponsors are required to provide MAG with a letter and documentation of financial commitment twenty-four months prior to the State Mandated Deadline.

1. **Commitment Letter requirements.** The Commitment Letter is required to include all of the following:
 - a. The letter is to appear on the sponsoring agency's letter head.
 - b. The letter is to be signed by the sponsoring agency representative on the MAG Management Committee or a designated representative as identified in Item 2 of this section. If the agency does not have a representative on the Management Committee, the letter is to be signed by the highest ranking responsible nonelected official from the agency or his designated representative as defined in Item 2 of this section.
 - c. The letter is to include the TIP number of the project work phase, location and work description as listed in the TIP.
 - d. The letter is to affirm that the sponsoring agency:
 - i. is aware of the State Mandated Deadline, and
 - ii. has allocated sufficient staff resources to comply with the State Mandated Deadline.
 - e. Includes a copy of an approved local Capital Improvement Program (CIP)/budget document that identifies the project and budgets agency funds to complete the project.
2. **Designation of alternative signee.** The sponsoring agency representative on the Management Committee may designate an alternative signee for the Commitment Letter by providing MAG a letter on the Agency's letterhead identifying the alternative signee of the Commitment Letter. The designated signee must have control over budget and staff. The designation letter will be in force as long as the sponsoring agency representative is a member of the MAG Management Committee or until a new designation alternative signee letter is received.

3. **Inclusion of multiple projects in a single letter.** Project sponsors may include multiple projects in a single letter provided that the requirements as identified in Item 1 are met for each project.
4. **Inclusion of multiple work phases in a single letter.** Project sponsors may include multiple work phases (e.g. design, right-of-way, construction) for a project in a single letter provided that the work phases are contiguous and the requirements as identified in Item 1 are met for each work phase.
5. **Reprogramming.** If a Commitment Letter has been received and the project is deferred, advanced, split into multiple work phases or combined into one or more work phases in the TIP, MAG may require the project sponsor to resubmit an updated Commitment Letter.
6. **Advancing and adding new projects in the commitment period.** Agencies that are sponsoring a MAG Federal Fund project that is added or advanced within the twenty-four month period prior to the State Mandated Deadline may be required by MAG as appropriate, to submit or resubmit an updated Commitment Letter
7. **Failure to provide or update a Commitment Letter.** If a Commitment Letter is not received by the due date or an updated letter is not provided when requested by MAG, MAG is authorized to delete the project from the TIP.

300.5. Status Report

To provide MAG with information necessary to manage the MAG Closeout Process, to revise the programming of MAG Federal Fund Program projects and to aid in full filling various federal reporting requirements, a Status Report is required periodically until projects are completed.

1. **Reporting schedule.** Beginning with the date in the MAG Notice, Status Reports will be provided every six months until the project work phase is authorized or the project work phase is deleted from the TIP.
2. **Report contents.** The Status Report will be designed by MAG to include, at a minimum, a schedule for tracking key milestones in the ADOT administered design review and clearance process.
3. **Reprogramming applications.** A project sponsor is required to provide a Status Report prior to the approval of the addition, advancement or deferral of a project or project work phase out of the twenty-four month period prior to the State Mandated Deadline.
4. **Failure to provide or update a Status Report.** If a completed Status Report is not received by the due date, MAG is authorized to delete the project from the TIP.

300.6. Annual Listing of Obligated Projects

1. **Purpose.** This section is intended to comply with Federal regulations for reporting on federally funded projects that authorized in the prior program year. These regulations were put into place

in 2007 and require that an annual listing of federally funded projects that either authorized in the prior program year or for which authorizations were revised in the prior program year be produced by a Metropolitan Planning Organization (e.g. MAG) within 90 days after the end of the program year and in accordance with the MPO's public involvement process.

2. **Report Scope.** The Annual Listing of Obligated projects will apply to all MAG Federal Fund projects.
3. **Report schedule.** In October of each year, MAG will distribute a listing of projects to sponsoring agencies to review and update. The sponsoring agencies will provide appropriate updates and corrections, as needed, within two weeks of the distribution of the report. The report will be released to the public in November.
4. **Report Update and content.** The project sponsors will update the listing to provide the following information for each project:
 - a. Project Federal identification number
 - b. TRACS number
 - c. TIP identification number
 - d. TIP location description
 - e. TIP work description
 - f. The type of federal funding (e.g. CMAQ, HSIP, etc.) authorized
 - g. The amount of federal funding authorized
 - h. The amount of federal funding remaining for the project

400. Regional Project Selection

400.1. Transportation Programming Guidebook

1. **Transportation Programming Guidebook.** Each year MAG will make available on its website, a *Guidebook* to help member agencies apply for Federal funding. For each call for projects the *Guidebook* will include:
 - a. **Schedule.** Identify the date applications are to be released for member agency use and the deadline that applications are due to MAG.
 - b. **Funding.** Identify the anticipated amount and type of federal funding available.
 - c. **Scope.** Detail the scope (e.g. eligibility requirements, etc.) of the planned call for projects.
 - d. **Review and ranking process.** Detail what technical committee(s) will review and rank projects. In some cases an ad hoc committee may be formed for some calls for projects and in some cases the review and ranking of projects may be split between technical committees (e.g. paving projects are split between the Street Committee and AQTAC).

2. **Addenda.** If during the year substantial new or revised information on calls for projects becomes available. Addendums to the *Guidebook* will be made available on the MAG website and notice of changes will be transmitted to all MAG member agencies.

400.2. Release and Submission of Applications

1. **Notice of availability.** When applications are released, MAG will notify all member agencies of the release of applications, the location of the applications on the MAG website and the deadline for application submission. At a minimum this notice will be sent to all MAG Intergovernmental coordinators, members of the MAG Management Committee and members of modal technical committees that will review the applications.
2. **Application availability.** When notice is conveyed to MAG member agencies, applications will be made available on the MAG website for MAG member agencies to complete and transmit back to MAG.
3. **Pre-application workshops.** One or more pre-application workshop/meeting will be held for MAG member agencies to obtain information on available funding, applications, schedules, and due dates for the competitive project selection process for MAG Federal funds.
4. **Submission of single agency applications.** A new, complete application is required for each call for projects submittal. For each application submission the following are required:
 - a. **A new application for the call for projects.** Recycled or edited versions of old applications will not be accepted. The new form must be used.
 - b. **Completion of all required fields as identified in the application.** Each application will include a checklist of required items.
 - c. **Original signed copy required.** A printed hardcopy copy of the application signed by the Member Agency's chief executive officer (e.g. a City Manager or County Administrator or Community Manager) or his/her designee is required with each application.
 - d. **Electronic versions required.** An electronic version of the application in the format provided by MAG (e.g. Excel) on the MAG website is required to be transmitted to the designated MAG staff member who is collecting completed applications. A signature is NOT required for electronic versions of applications, however, the electronic version must match the signed hardcopy.
5. **Submission of multiagency applications.** Projects with funding from multiple participating agencies may be submitted, but must meet all of the requirements for single agency submissions plus meet the following additional requirements:
 - a. Be submitted by the agency that will be responsible for implementing and reporting on the project. (Lead Agency)
 - b. Provide contact information for each participating agency.
 - c. Document the local cost contribution of each participating agency.

- d. Include signatures of the chief executive officer of each participating agency or their designees.
6. **Designation of regional projects.** A project may only be designated as a regional project where it is consistent with the MAG Regional Transportation Plan, it affects multiple member agencies and multiple member agencies have submitted letters on behalf of the project as being a "regional project."
7. **Submission deadline.** Either an electronic or printed copy of an application must be received by the deadline for the application. Late applications will be rejected.
8. **Incomplete applications.** If a submitted application is not complete, MAG will provide the member agency with a receipt identifying the area(s) where the application is not complete. The member agency then has two working days to resubmit a complete application. If a completed application is not received in two working days, the application will be rejected.
9. **Submission of Faxes or PDF files in lieu of printed copies.** MAG will accept faxed and PDF versions of signed printed documents, but requires that the printed version of the application be received in the MAG offices within five working days of the application deadline. If a completed application is not received in five working days, the application will be rejected.
10. **Application Receipts.** All MAG applications will include a checklist of required items. When an application is received from a member agency, MAG staff will review the application to confirm that all checklist items are complete and will generate a receipt. The receipt will be sent to the member agency by e-mail. If the application is incomplete, the receipt will identify the deficiencies and provide a deadline for the resubmission of the application as detailed above (see bullets 4 and 5).

400.3. Technical Committee Application Review and Project Ranking

1. **Eligibility review.** Once a completed application is received, MAG will review the application to ensure that the proposed project and its components are generally eligible to receive federal funding. If it is determined that the proposed project or components of the project are not eligible for federal funding, the member agency will be notified within two weeks of the determination and MAG will work with the member agency to revise the application to address the eligibility issue. If the member agency decides to move forward with the revised application, both the original and revised application will be presented to the reviewing modal technical committee and an explanation will be provided by MAG and the member agency of the reason for the revision(s). Members of ADOT and FHWA may comment on and provide additional eligibility determination at the modal technical committee meetings. Certain types of applications may require Federal and/or State eligibility determinations after committee review, prior to being included in the TIP and STIP.
2. **Modal Technical committee information review and ranking.** All applications will be reviewed and evaluated by a MAG modal technical committee as identified in the *Transportation*

Programming Guidebook. This review and technical analysis will be completed in one or two meetings as appropriate.

- a. **First meeting – information review.** At the first meeting, the modal technical committee will review the application information provided by the sponsoring agency for its reasonableness and accuracy. At the meeting:
 - i. **Presentation and Q&A Session.** An opportunity will be provided for each application to be presented, for committee members to ask questions, and for the sponsoring agency to respond to questions. Presentations will provide information needed for the five determinations listed below, have a length of no more than ten minutes and be followed by a ten minute question and answer session with the committee.
 - ii. **Committee determinations.** For each application, the committee will determine the following:
 1. **Project definitional adequacy.** The committee will determine that the project is defined in sufficient detail to allow technical review.
 2. **Project feasibility.** The committee will determine that the project is free from fatal flaws (e.g. major utilities and drainage issues) that would prevent it from being implemented.
 3. **Schedule adequacy.** The committee will determine that the schedule laid out for the project, including locally funded work phases is reasonable and adequate for the year the project is requested to be authorized.
 4. **Cost estimate adequacy.** The committee will determine that cost estimates for the project are reasonable, accurate and account for all work phases (e.g. preliminary engineering, right-of-way, construction, etc.) and fees (e.g. ADOT review fees) necessary to complete the project.
 5. **Performance data adequacy.** The committee will determine that performance data (e.g. ADT, miles of sweeping) or surrogate measures used to determine performance (e.g. number of trip generators along a bicycle route) is reasonable and well documented.
 - iii. **Revisions.** If there are outstanding questions concerning the project, MAG may require the sponsoring agency to revise its application to address the questions. If an updated application is required, the sponsoring agency has one week to provide an updated application. The revisions will be presented at the second meeting of the Committee.
- b. **Second meeting – project ranking.** At the second meeting the committee will review and address outstanding issues from the previous meeting and recommend a ranked

listing of projects for review by the Transportation Review Committee. This ranked list will include all projects presented to the Committee along with the committee's determinations and the results of required analyses as identified below. If there are no outstanding issues from the information review, this meeting may be combined with the first meeting.

Street Sweeper Projects will be forwarded to the TRC for information only.

3. **Required analysis for committee review and ranking.** In reviewing and ranking projects, review committees will do the following:
 - a. **Air Quality Cost Effectiveness Analysis.** If Congestion Mitigation Air Quality (CMAQ) funding is sought, air quality effectiveness analysis is required. Technical review committees will review the reasonableness and accuracy of data provided for the calculation of air quality cost effectiveness scores; the Air Quality Technical Advisory Committee will review cost effectiveness scores; and committees will be presented with these scores prior to the ranking of projects.
 - b. **Congestion Management Process (CMP).** All projects types (e.g. bicycle-pedestrian, ITS, etc.) that are covered by the CMP will be analyzed by technical committees. This analysis will include a review of the reasonableness and data used for CMP and development, and consideration of CMP scoring in the ranking of projects.
 - c. **Safety.** The safety benefits and impacts of proposed projects will be considered by modal technical committees – Street, Bicycle-Pedestrian, ITS, Safety– based on the MAG Regional safety mission and goals, and evaluated on criteria and processes developed by the modal technical committees. The review will apply to the specific mode and specific federal funding source(s) funding the selected project. The criteria and evaluation process will be detailed in the application or made available with the applications.
 - d. **Limitations on the scope of modal technical committee review and ranking.** The scope of technical review committees is limited to a review of the information provided and the development of a recommended ordering of projects. Technical review committees may not:
 - i. Change the project scope,
 - ii. Change the project schedule,
 - iii. Change the project budget or amount of requested federal funds

400.4. Transportation Review Committee and Policy Committee Project Selection

1. **Transportation Review Committee (TRC).** Unless specifically identified in the Transportation Programming Guidebook, project recommendations from all technical committees will be transmitted to the Transportation Review Committee for initial project selection. The results of

the Committee's action will be transmitted to the MAG Management Committee as a recommendation for action.

2. **Management Committee.** The Management Committee as appropriate will take action on the TRC recommendation and transmit their action to the Regional Council for action.
3. **Regional Council.** As appropriate the Regional Council will take action on the Management Committee recommendation. Actions by the Regional Council are final. Limitations may only occur if a project or portions of a project is deemed ineligible by Federal Highway Administration or their designee.
4. **Sponsoring agency acceptance of changes.** If changes are made during the selection process to the scope, schedule, budget, or federal funding requested, the sponsoring agency will be requested to resubmit a revised application that reflects the changes, including applicable agency manager(s) signature(s). If a revised application is not received prior to date of the next scheduled committee action or within two weeks after Regional Council action on the project, the project will be considered to have been withdrawn by the project sponsor and will not be included in the TIP.
5. **Air Quality Effectiveness Scores.** If a project is to be funded with CMAQ, a cost effectiveness score will be developed for the project based on the latest application data and presented to the modal or technical committees prior to project selection.

500. Program Management

500.1. Rationale and Basic Characteristics

MAG exercises overall oversight of the program to insure that adequate federal funding is available to member agency projects that are selected in Section 400 and to avoid the loss of federal funding that could be used by member agencies. To accomplish this it is important to recognize that member agencies need to retain control of the development of projects and as a result, policies designed to manage the program focus on encouraging member agencies to make decisions that preserve federal funding for both their own and other agencies uses.

500.2. Project Progression Requirements

Typically MAG programs projects three to four years in advance of the year they are to authorize. As projects proceed to their authorization year, their project sponsors must establish the readiness of the project to authorize as follows:

1. **Commitment letters.** Twenty-four months prior to the State Mandated Deadline for authorization, member agencies must submit a Commitment Letter for the project (Please see Section 300 for Commitment Letter requirements).

2. **Project reporting.** Beginning at least twenty-four months prior to the State Mandated Deadline for authorizations, member agencies are to submit project status reports as detailed in Section 300 of these Guidelines.
3. **Construction and right-of-way project milestones.** Prior to entering the current federal year or being added to the current federal year, construction project must have achieved the following milestones:
 - a. **Project initiation.** The project sponsor must initiate the project with ADOT by obtaining ADOT and Federal identification numbers.
 - b. **Draft in-house 60 percent plans.** The project sponsor must have completed draft in-house 60 percent plans. These plans need not have been submitted to ADOT as of this date.
 - c. **Technical documents for environmental clearance.** The project sponsor must either have submitted technical documents necessary for a Group 2 environmental clearance or have had a determination by ADOT that the project requires only a Group 1 environmental clearance
 - d. **Right-of-way inventory.** Consistent with federal regulations, the project sponsor must complete an in-house inventory or assessment of right-of-way needs for the project.
4. **Procurement project milestones.** Prior to entering the current fiscal year, procurement projects must have achieved the following milestones:
 - a. **Project initiation.** The project sponsor must initiate the project with ADOT by obtaining ADOT and Federal identification numbers.
 - b. **In-house specifications and Estimates.** The project sponsor must have completed in-house specifications and estimates of purchases.
5. **Studies and Pre-design project milestones.** The project sponsor must initiate the project with ADOT by obtaining ADOT and Federal identification numbers.

500.3. Project Assessments

Twice a year MAG will assess the readiness of projects to authorize by the State Mandated Deadline and to determine the amount of unused funding available for redistribution. To initiate each assessment MAG will provide notice to project sponsor representatives as identified 300.4 of the Guidelines for Commitment Letters. This notice will include requirements and deadlines.

The first assessment will occur in June/July and the second in December/January. Projects assessed as being able to authorize by the deadline will be added to a list called the “**Ready**

List.” Projects programmed for the current fiscal year that are assessed as not being able to authorize by the deadline will either be deferred to a later year or be removed from the program.

The assessment of projects will be conducted in two meetings as follows:

1. **First meeting.** At the first meeting, the Transportation Review Committee (TRC) will review all projects programmed for the upcoming fiscal year plus all projects requested for advancement into the upcoming year to determine whether they have a reasonable chance to authorize by the State Mandated Deadline. Those projects that are deemed likely to authorize will be placed on a list – the Ready List – and are eligible for redistribution of unused federal funding. Projects not on the list programmed for the current fiscal year will need either to be deferred to a later year in the TIP or be removed from the TIP.
2. **Second meeting.** At the second meeting, the TRC will hear appeals from agencies with projects that are excluded from the Ready List and as appropriate update the Ready List.
3. **Review and approvals.** Following the second TRC meeting, the action of the TRC will be reviewed, revised and as appropriate approved by the MAG Management Committee and Regional Council.

500.4. Redistribution of Unused Funding (i.e. Closeout)

The ability to commit federal funding to reimburse eligible costs expires at the end of the federal fiscal year – September 30th – and unused federal funding balance may be subject to Congressional rescissions. To avoid the loss of federal funding, MAG will, contingent on the funding availability, redistribute federal funding to member agency projects. If excess federal funding is not available, MAG will not redistribute federal funding (i.e. hold closeout).

All projects that receive redistributed federal funding must be able to authorize in the current federal fiscal year. The steps in this redistribution process are as follows:

1. **Funding estimate.** In August of each year, MAG staff will release an estimate of funding available for redistribution for the current federal fiscal year. Typically this estimate is calculated as the difference between the anticipated sum of federal funding from appropriations, closed out projects and project deferrals and the sum of projects anticipated to authorize. This estimate will be updated if warranted by new information.
2. **Cost estimates for redistribution.** Cost estimates to be used in the redistribution of federal funding to current year and advancing projects must meet the following criteria:
 - a. **TIP cost estimates.** Only costs as reported in the TIP or in pending TIP amendments will be used for the redistribution of federal funding. MAG members may update costs estimates for projects whenever MAG processes changes to the

TIP. Member agencies are strongly encouraged to update the TIP for changes in project costs as they occur in the development process and when MAG distributes project workbooks.

- b. **Engineering cost estimates required.** Up to date engineering cost estimates are required for all projects that are to receive redistributed federal funding. These estimates must be provided by either the sponsoring agency or ADOT project manager. The costs listed must be sufficient to use the redistributed federal funding.
3. **Advancing projects.** MAG member agencies may at any time request to advance projects to take advantage of the anticipated redistribution of federal funding. At a minimum, projects that are requested to be advanced must meet all requirements for inclusion in the current year as identified in Section 500.2. Actions to approve project advancements will occur at the same time as the decision to redistribute federal funding.
4. **Redistribution meeting.** Early in the calendar year, the Transportation Review Committee will consider priorities for the redistribution of federal funding. As a default, advancing projects will be given first priority, increased funding for currently programmed projects will have second priority and loans to projects or programs will have third priority.
5. **Review and approvals.** Following the redistribution meeting, the action of the TRC will be reviewed, revised and as appropriate approved by the MAG Management Committee and Regional Council.
6. **Notice of redistribution.** Following Regional Council approval MAG staff will provide notice to MAG member agencies that will receive redistributed funding. This notice will be distributed to project sponsor representatives as identified 300.4 of the Guidelines for Commitment Letters.

500.5. Failure to Use Redistributed Funding

Redistributed federal funding must be used in the year it is programmed. If a project receives redistributed federal funding and is deferred to a future year, the redistributed federal funding will be removed from the project. If the deferred project that lost its redistributed federal funding was advanced from a future year, it will return to the year it was advanced from and its deferment will not use up its one time opportunity to defer without justification.

600. TIP Amendments, Administrative Modifications and Clerical Corrections

This section addresses policies to amend and administratively modify projects in the TIP. For the purposes of this section the following actions to modify the TIP are defined as follows:

1. **TIP amendment.** A TIP amendment is any TIP change that requires Regional Council action. These include changes to the project sponsor, year programmed, the location, work description, increases in the amount of Federal or Regional funding or any action that would impact the air quality conformity analysis of the TIP or Regional Transportation Plan.
2. **Administrative modification.** An administrative modification is defined as any change to the TIP that is typically sent to the Regional Council for approval, but is not explicitly required to be approved by the Regional Council. These include decreases in Federal and Regional funds, changes to the type of federal funding on projects, changes to the amount of funding consistent with Federal matching requirements, and the splitting or combining of projects.
3. **Clerical corrections.** Clerical corrections refer to changes that do not require Regional Council action. These include corrections of spelling and grammar errors and changes to informational elements in TIP listings that do not affect the work scope, location, year programmed, identify of the agency sponsoring the project, funding amounts or project information in the TIP listing. Clerical corrections may not impact the air quality conformity analysis of the TIP or Regional Transportation Plan.

600.1 Federal Funds in Excess of Needs or from Abandonments

1. All federal funding programmed pursuant to these policies is the responsibility of MAG to administer. Excess federal funding left over after the project is completed or if the project is abandoned will be returned to MAG for use in the competitive selection process. The excess funding may not be transferred to another project or used to expand an existing project beyond the scope of the project identified in the TIP.

600.2 Project Abandonments and Failures to Authorize in Year Programmed

1. **Type of action.** Project abandonments are TIP amendments.
2. **Abandonment requests.** To abandon a project, the project sponsor is required to send MAG programming staff an e-mail or other written notice of the intention of the agency to abandon the project.
3. **Failures to authorize.** Should a project fail to authorize in the year programmed without the project sponsor requesting the of deferral of the project, the project will be considered abandoned and action to delete the project from the TIP will be initiated unless the project sponsor contacts MAG within 90 days of the end of the Federal Fiscal Year and requests its re-establishment in the TIP. If the project was advanced from a previous year in the TIP, the project will be held harmless and return to its previously programmed year minus any additional funding it received in the MAG closeout and without loss of its one time deferral option. If the project was not advanced in closeout, it may be considered for deferral to a future year minus any additional funding it received in the MAG closeout (Please see the section on deferrals for additional information).

4. **Approval actions.** The approval of an abandonment request will begin at the Transportation Review Committee and include the Management Committee, the Transportation Policy Committee and the Regional Council.

600.3 Project Deferrals

1. **Type of action.** Project deferrals are TIP amendments.
2. **First time deferrals.** Agencies may defer a project one time without justification. The year to be deferred to will be determined in coordination with MAG staff and will be based on the availability of federal funding in the year to be programmed, the status of the project and the minimum time needed to complete the project. Typically this will not exceed two years.

If the project has already submitted a commitment letter and project schedule, an updated commitment letter and project schedule will be required in order to defer a project.

3. **Approval actions for first time deferrals.** The Approval of a first time deferral will begin at the Transportation Review Committee and will include the Management Committee, the Transportation Policy Committee and the Regional Council.
4. **Additional deferrals.** Additional deferrals require the successful completion of the approval process identified in Section 600.7.

600.4 Project Advancements

1. **Type of action.** Project advancements are TIP amendments.
2. **Advancement requests.** To request advancement of a project, the project sponsor is required to send MAG staff an e-mail or other written notice of the intention of the agency to advance the project. This request should provide sufficient information to indicate that the project can be authorized in the year requested. Approval of the request will be dependent on the availability of federal funding.

If the project has already submitted a commitment letter and project schedule or the request for advancement is within two years of its programmed year of authorization, an updated commitment letter and project schedule may be required in order to advance the project.

3. **Advancement during closeout.** Projects that are advanced in closeout are held harmless should they fail to authorize as programmed and will not lose their one time option to defer without justification.
4. **Approval Actions.** Projects that are advanced in the Closeout process will proceed through the normal approval process beginning at the Transportation Review Committee. The approval of advancement outside the closeout process is required to begin with the approval by the modal technical committee (e.g. Street, Bicycle-Pedestrian, ITS, Safety) from which the project was first programmed and then proceed through an approval process that includes the Transportation

Review Committee, the Management Committee, the Transportation Policy Committee and the Regional Council .

600.5 Project Modifications (Other than changes to year programmed)

1. **Type of action.** Project changes are TIP amendment, administrative modifications or clerical corrections.
2. **Permitted modifications.** The following types of changes are permitted under Section 600.5:
 - i. Segmenting or combining contiguous projects for ease of project development and implementation,
 - ii. Combining or splitting work phase. For example, dividing projects into design, right-of way and construction phases,
 - iii. Changes to the amount and type of local funding for a project consistent with federal matching requirements,
 - iv. Change in the sponsoring agency,
 - v. Minor changes to the work descriptions of projects that do not deviate from the original application. For example, removing lighting or parking from a bicycle lane construction project.
 - vi. Minor changes to the location of a project that do not deviate from the original location of a project.
 - vii. Increasing or decreasing the limits of a project by 0.25 miles or less.
 - viii. Clerical changes that correct the of spelling and grammar errors and changes to informational elements in TIP listings that do not affect the work scope, location, year programmed, identification of the agency sponsoring the project, funding types and amounts or project information in the TIP listing that would impact the air quality conformity analysis of the TIP or Regional Transportation Plan.
3. **Modifications not permitted.** The following types of changes not permitted in Section 600.5:
 - i. Increasing or adding federal funding to a project. These are addressed in the project selection and MAG closeout,
 - ii. Major changes to the work scope or location of a project beyond those identified above,
 - iii. Deferral (see 600.3), advancement (see 600.4) and abandonment of projects (see 600.2).
4. **Modification requests.** To request a project change, the project sponsor is required to send MAG staff an e-mail or other written notice of the intention of the agency to change the project description.
5. **Approval Actions.** Projects that are classified as TIP amendments that modify the work scope of a project, must be first approved by the modal technical committee (e.g. Street, Bicycle-Pedestrian, ITS, Safety) from which the project was first programmed and then proceed through an approval process that includes the Transportation Review Committee, the Management Committee, the Transportation Policy Committee and the Regional Council. All other TIP amendments and Administrative Modifications will begin the approval process at the Transportation Review Committee and include the policy committees as listed above Project changes that are classified as clerical corrections do not require additional approval actions.

600.6 Project Deletions

1. **Type of action.** Project deletions are TIP amendments.
2. **Initiation of action.** Actions to delete projects will be initiated by MAG staff pursuant to the requirements of the project reporting and project management sections of these policies guidelines and to remove unauthorized projects from previous federal fiscal years. These include requirements to provide commitment letters and project schedules, comply with required project milestones and authorize projects in the year programmed.
3. **Notice of anticipated action to delete projects.** Prior to initiating action at the Transportation Review Committee, MAG staff will provide notice to project sponsors that their projects will be requested for deletion.
4. **Agency actions to halt deletions.** Project sponsors may halt deletion actions by requesting as appropriate to defer the project to a later year, continue the project in the year it is programmed or reinstate the project in the year it was advanced in the closeout. If the project request is to reinstate or defer the project, the approval of the request is subject to the provisions of Section 600.4 and 600.3, respectively. If the request is to continue the project in the current year programmed, the project sponsor will need to avail themselves of the appeals process defined in section 600.7.
5. **Approval Actions.** The approval of project deletions will begin at the Transportation Review Committee and will include the Management Committee, Transportation Policy Committee and the Regional Council.

600.7 Project Appeals Process

1. **Purpose.** The purpose of the appeals process is to provide project sponsors with the opportunity to halt the deletion of projects or in cases where the project has previously been deferred, to request a second deferral for the project.
2. **Appeals request.** To request an appeal, the project sponsor must send an e-mail or provide other written notice to MAG staff.
3. **Appeals Schedule.** Beginning at the modal technical committee from which the project originated and proceeding through the Transportation Review Committee, the Management Committee and the Regional Council, the project sponsor will provide a presentation and written documentation supporting their appeals request. The hearing committees will then engage in a question and answer session with the project sponsor and take action on whether to approve or disapprove the request. A written record on the question and answer session, as well as the action of the committee, will be provided to all subsequent committees hearing the appeal.
4. **Presentation Requirements.** The presentation will be provided by the member agency staff and will accomplish the following:

- a. Identification and explanation of specific problems or issues beyond the control of the agency other than financial issues that have caused the delay (e.g. the actions of outside actors), failure to achieve a required milestone or need to defer the project.
 - b. Demonstration of financial commitment (e.g. staff time, funds) by the agency to develop the project prior to the rescheduling or deletion decision.
 - c. A revised schedule and plan that addresses the specific issues identified.
 - d. If a project has been previously deferred, demonstration that the previous cause of delay has been addressed and/or explanation of why the revised approach will address the problem causing the delay.
5. **“Beyond the control of the agency”.** For the purpose of the hearing the phrase “beyond the control of the agency” refers to actions for which a project sponsor does not have decision making authority – e.g. the actions of third parties such as utility companies, railroads, property owners, the courts, other governmental agencies; and reviewing agencies who may fail to provide timely reviews and approvals. Actions also not under the control of a sponsor also include issues that could not have been reasonably anticipated when the project was initiated such as the discovery archaeological artifacts, hazardous materials, or impacts to endangered or threatened species in areas where none of these issues had been encountered or known to exist previously.

Actions within the control of a sponsoring agency may not be used to justify an appeal. These include the allocation of funding and staff time, project management, scheduling decisions, and the coordination of the project with other projects in the agency’s boundaries such as developer or other agency projects.

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FIGURE A - MAG Committees

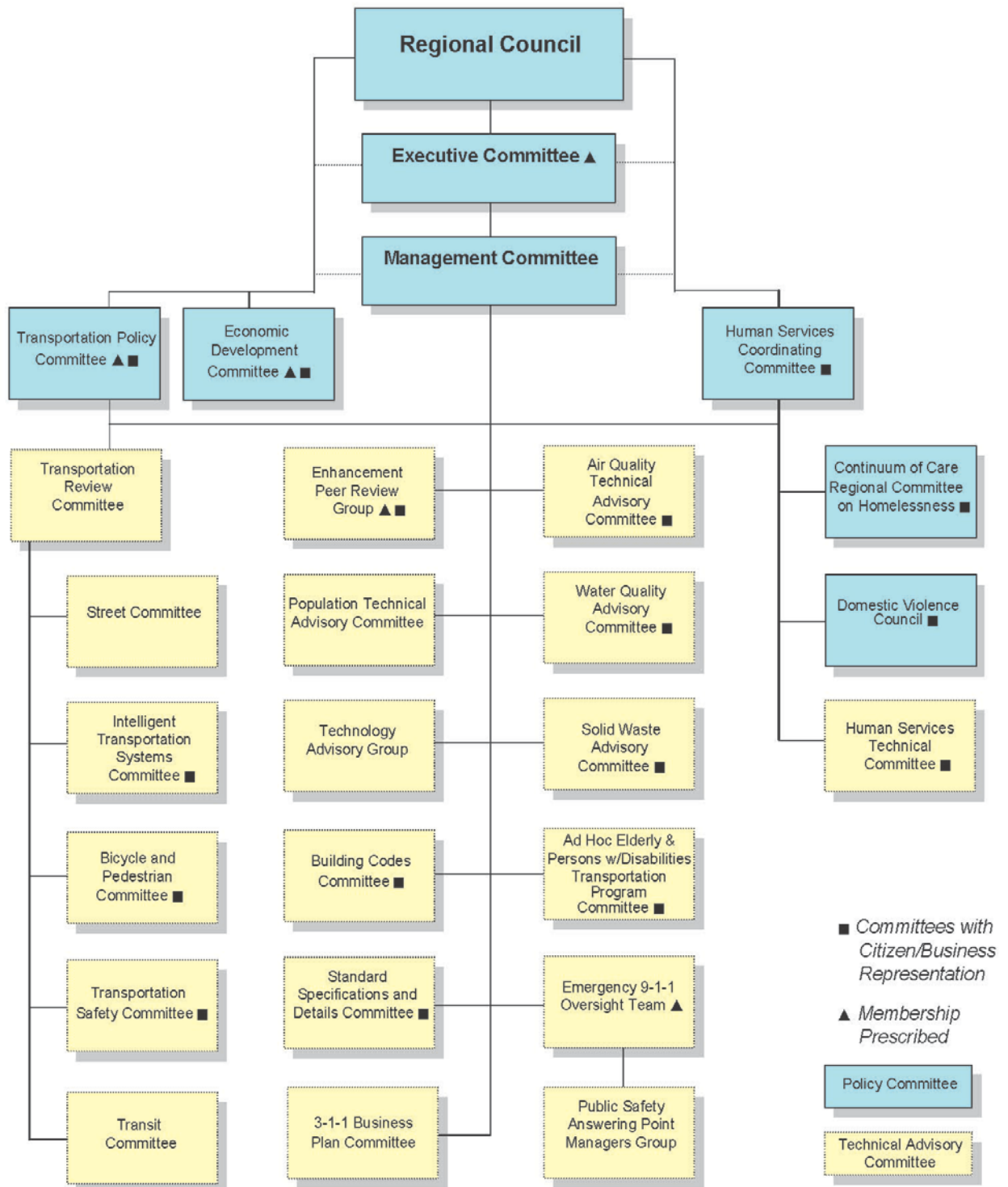
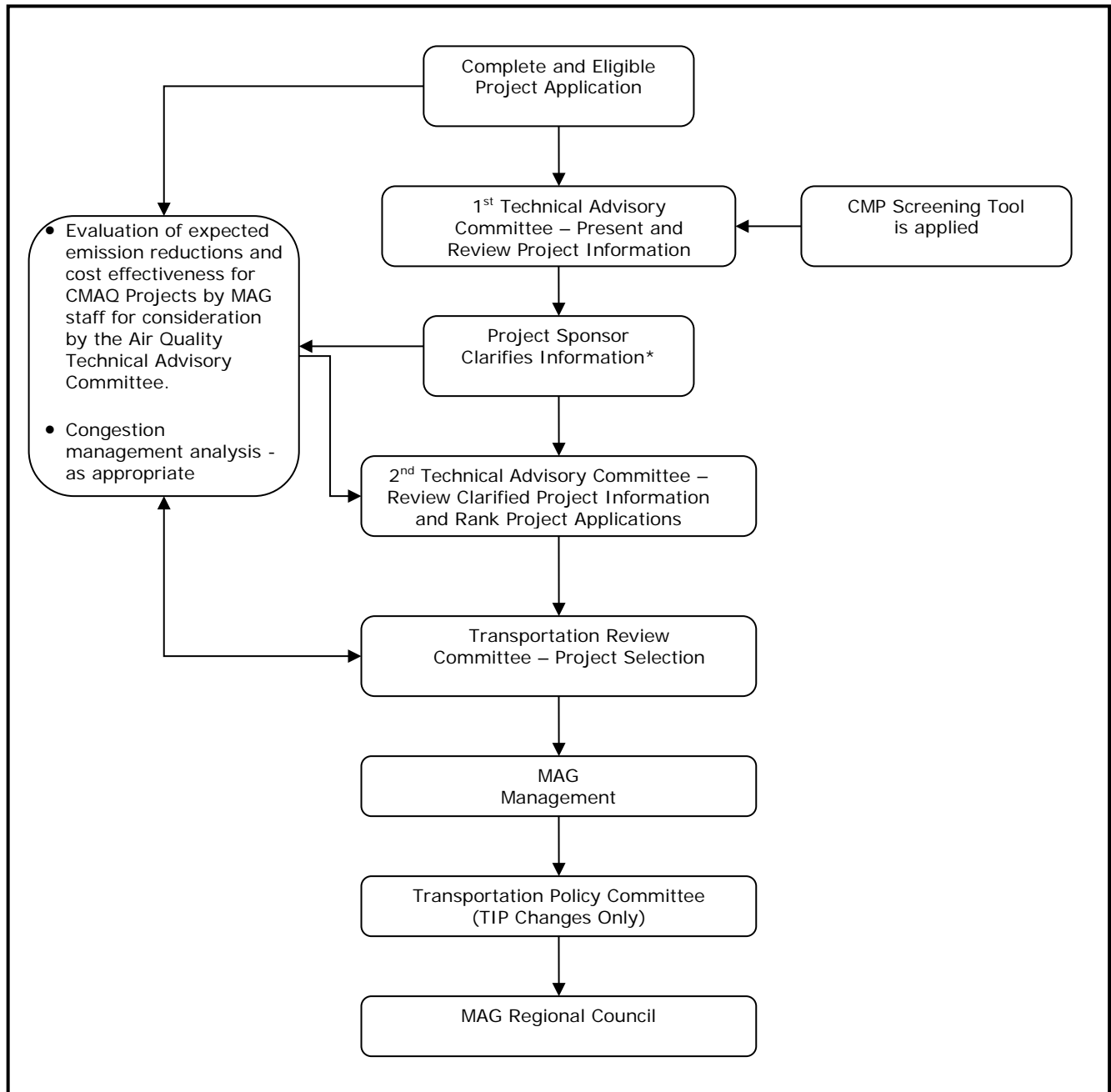


FIGURE B - General Schedule for Competitive Application Process

General Schedule for Competitive Application Process*	
July	Transportation Guidebook is updated.
August	Transportation Guidebook is published documenting funds available per mode in future years, schedules, evaluation criteria, etc.
	1st - 2nd week: Federal Fund Project Applications available
	Mid - Month: Workshop on MAG Transportation Programming and Federal Fund Project Applications
September	End of month: Open Working Group, if needed - Federal Fund Project Applications
	Early - Mid Month: Open Working Group, if needed - Federal Fund Project Applications
October	Mid month: Due Date and Time, signed Project Applications due to MAG. <u>Late Applications will not be accepted.</u>
	Technical Committees review and Lead Agencies present project applications for Projects Submitted
November	AQTAC review and recommends CMAQ evaluations for project submitted
December	2nd Technical Committee Meeting: second review and ranking of project applications
January	TRC review/recommend/approve funding for projects
	Managers review/recommend/approve funding for projects
	TPC review/recommend/approve funding for projects
February	RC review/recommend/approve funding for projects
February	Projects are incorporated in DRAFT TIP or current approved TIP

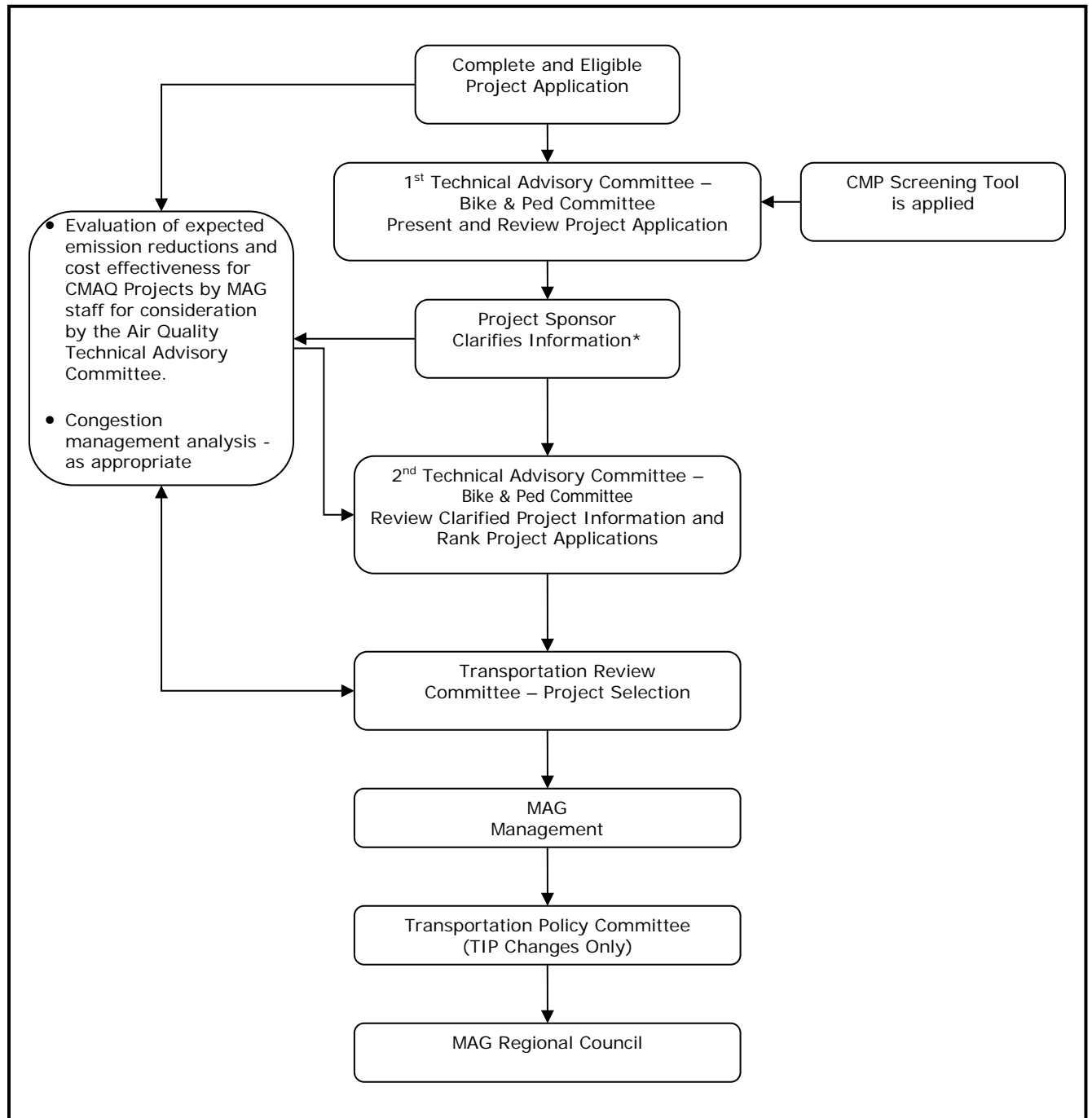
** PM-10 Paving Dirt Road projects and PM-10 Street Sweeper projects have two technical advisory committees involved in their review process.*

FIGURE C - Generic Flowchart of the Competitive Selection Process



*If needed

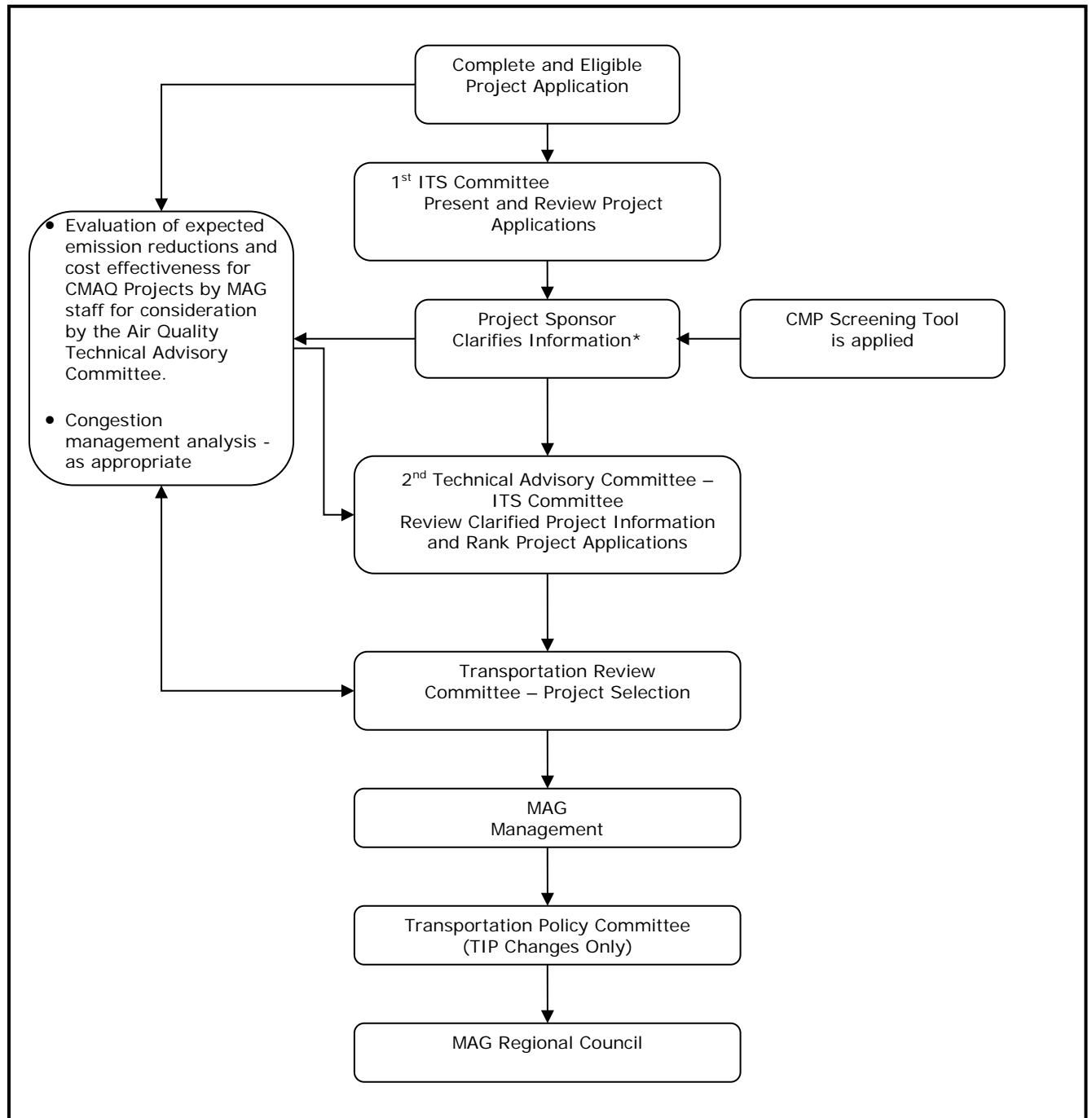
FIGURE D - Competitive Selection Process for Bike/Ped Modes



*If needed

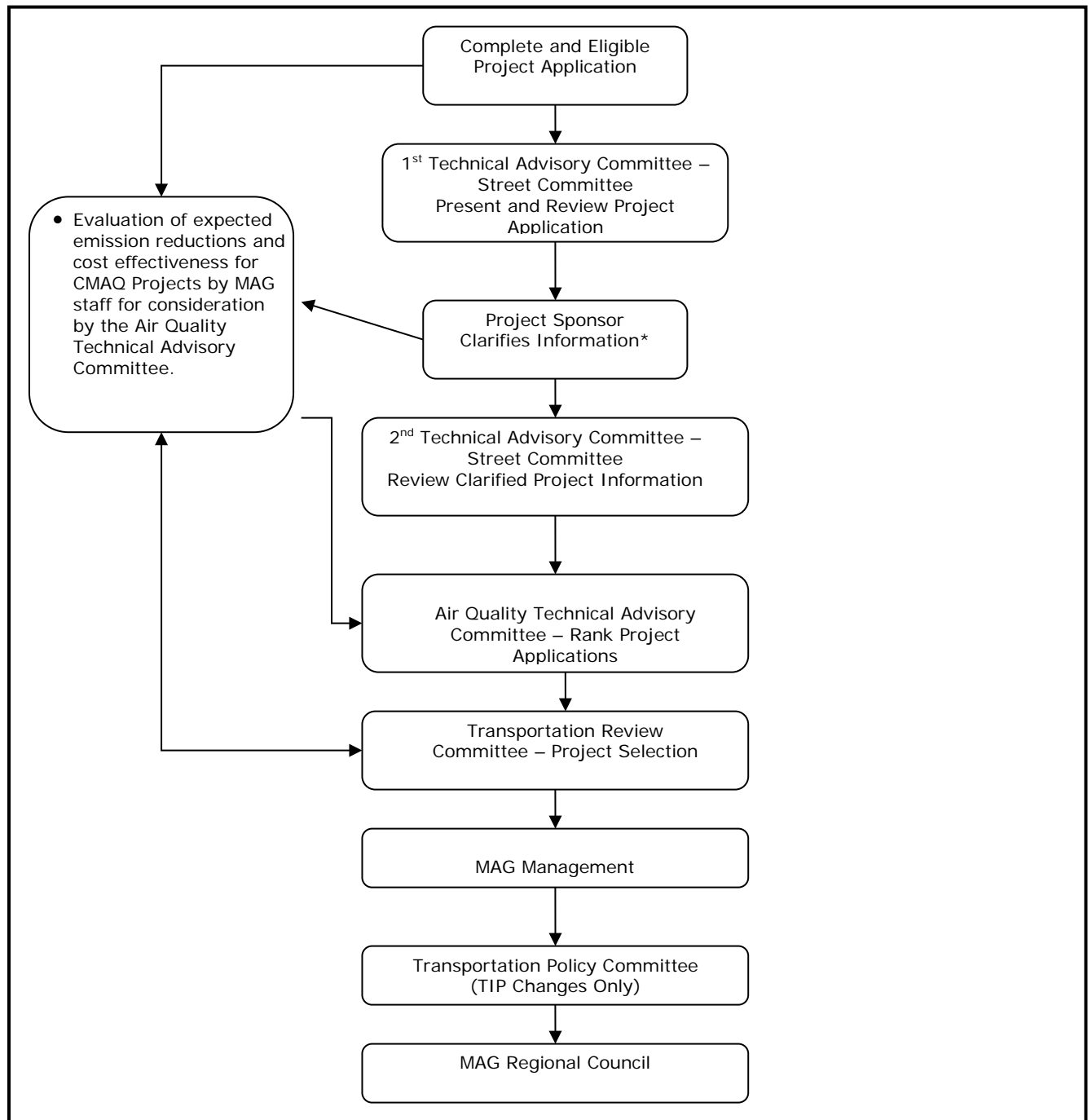
Note: Applies only to bicycle and pedestrian projects.

FIGURE E - Competitive Selection Process for ITS Projects



*If needed

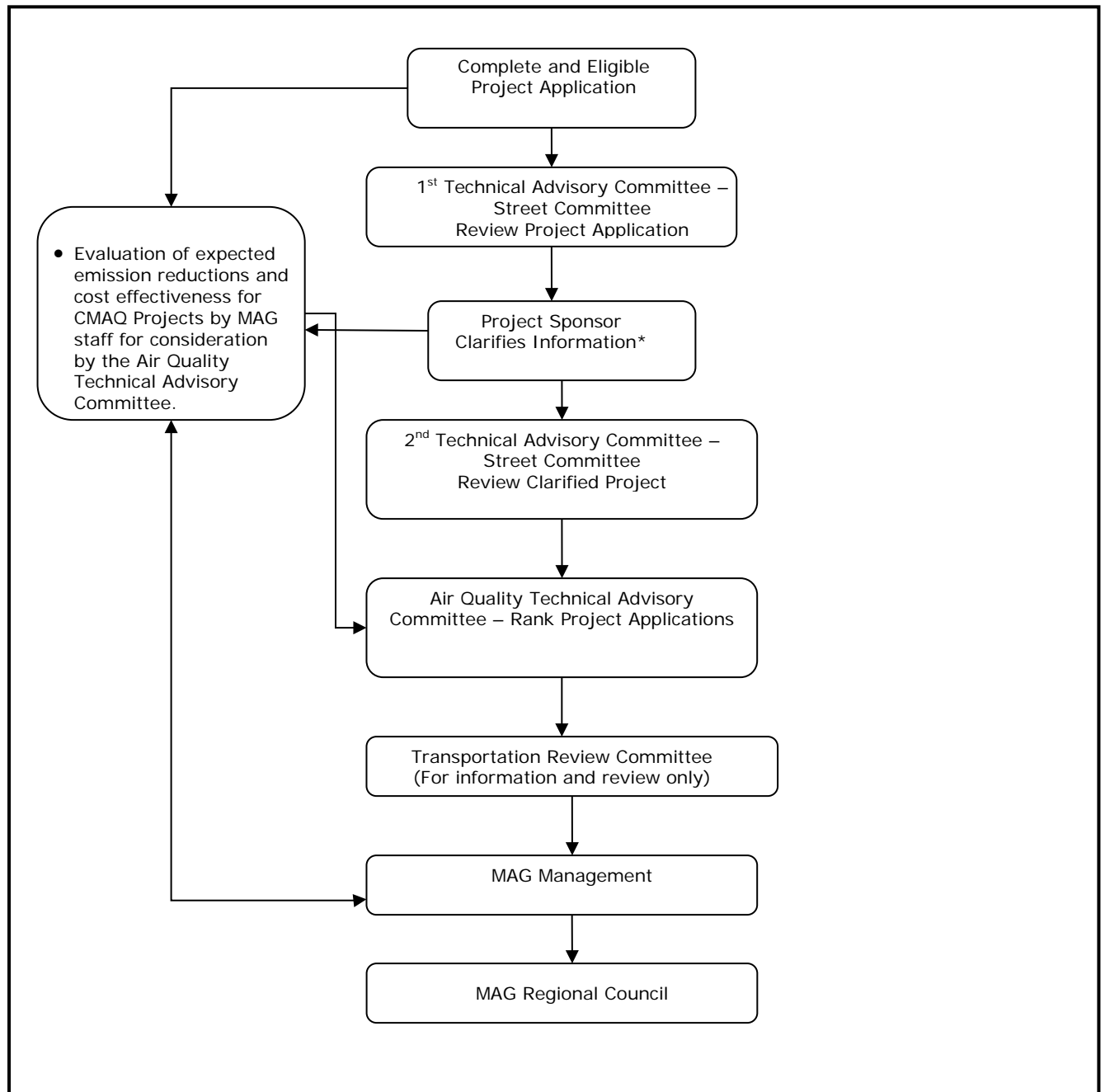
FIGURE F - Flowchart of the Competitive Selection Process Paving Projects



*If needed

Note: Applies only to the paving of unpaved roadways for dust mitigation purposes.

FIGURE G - Competitive Selection Process for Street Sweepers



*If needed

Note: Applies only to the purchase of PM-10 Certified Street Sweepers

FIGURE H – Example Project Schedule Page

Phase		Planned Date		Current Status	Notes
		Start	End		
Design	Preliminary Project Assessment				
	Design Concept Report				
	30 Percent Plans				
	60 Percent Plans				
	95 Percent Plans				
	PS&E Package				
Environmental Clearance	Hazmat Report				
	Biological Report				
	Cultural Report				
	Environmental Document/Clearance				
Right-of-way Clearance	Initial Actions - Inventory and Appraisals				
	Acquisitions - Offers, Purchases and Condemnations				
	ROW Certification				
Utilities Clearance					
Materials Memo					
IGA/JPA					
Authorize Project					

FIGURE I – General Schedule for Project Assessments and Closeout

April - July	Project Assessment and Readiness List <ol style="list-style-type: none">1. Agencies submit project workbooks (and commitment letters if needed)2. TRC develops list of projects ready to obligate in the coming fiscal year; projects programmed for the coming fiscal year not on the list are required to be deferred or abandoned3. TRC hears appeals from agencies that will be required to defer or abandon projects4. The list and related TIP amendments are approved by the Management Committee, Transportation Review Committee and the Regional Council.
August/ September	Funding Estimate <ol style="list-style-type: none">1. MAG Staff releases estimate of anticipated federal funding for authorization
October - December	Projects Assessment and Programming Requests <ol style="list-style-type: none">1. Agencies submit project workbooks and commitment letters2. Program revisions and requests:<ol style="list-style-type: none">a. Projects on the Readiness List that cannot obligate in the current fiscal year are required to be deferred or abandonedb. Request to advance projects into the current fiscal year are submitted with as appropriate commitment letters and workbooksc. Request to update cost estimates for current year projects are submitted.
January	Redistribution of Funding (i.e. Closeout) <ol style="list-style-type: none">1. Priorities for redistributing excess current year funding will be established and approved by the TRC, Management Committee, the Transportation Review Committee and the Regional Council2. MAG will send notice to agencies that they have received redistributed funding

DEFINITIONS

‘Actions In an Agency’s Control’, - Actions for which a project sponsor has decision making authority, such as the allocation of funding and staff time, project management, scheduling decisions, and the coordination of the project with other projects in the agency’s boundaries such as developer or other agency projects

‘Actions Not In Control of an Agency’ - Actions of third parties such as utility companies, railroads, property owners, the courts, other governmental agencies and reviewing agencies who may fail to provide timely reviews or provide inconsistent, ambiguous or erroneous guidance. Actions also not under the control of a sponsor include issues that could not have been reasonably anticipated when the project was initiated such as the discovery archaeological artifacts, hazardous materials or impacts to endangered or threatened species in areas where none of these features had been encountered or known to exist previously.

Clean Air Act – The Clean Air Act (CAA) is the comprehensive federal law that regulates air emissions from stationary and mobile sources. Among other things, this law authorizes the Environmental Protection Agency to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emission of hazardous air pollutants. – (Summary of the Clean Air Act, <http://www.epa.gov/lawsregs/laws/caa.html>, Retrieved on May 9, 2008)

Congestion Mitigation and Air Quality (CMAQ) Improvement Program - Congestion Mitigation and Air Quality Program are federal funds that are available for projects that improve congestion and air quality in areas that do not meet clean air standards (“non-attainment” areas). The transportation projects and programs that are eligible under the Congestion Mitigation and Air Quality Improvement Program are: Transportation Control Measures (TCMs), Extreme Low-Temperature Cold Start Programs, Alternative Fuels, Congestion Relief & Traffic Flow Improvements (ITS projects and programs), Transit Improvements, Bicycle and Pedestrian Facilities and Programs, Travel Demand Management, Public Education and Outreach Activities, Transportation Management Associations, Carpooling and Vanpooling, Freight/Intermodal, Diesel Engine Retrofits, Idle Reduction, Training, I/M Programs, and Experimental Pilot Projects. The current federal guidelines related to the available CMAQ funding for the Competitive Project Selection Process for MAG Federal Funds is titled, ‘The Congestion Mitigation and Air Quality Program (CMAQ) under MAP-21 and can be accessed online at: <http://www.fhwa.dot.gov/map21/guidance/guidecmaq.cfm>

Contingency Projects - Projects identified during Interim Closeout if the number of projects submitted to use Closeout funds, exceeds the Interim Closeout amount. These projects would then be funded during Final Closeout under the condition that additional funds were identified by changes to a project schedule, to the apportionment or appropriations formulas, and/or notification of redistributed obligation authority (OA) that would increase the funds available.

Designated Representative – A designated representative of a jurisdiction is an employed staff person of the jurisdiction designated by the chief administrator to sign MAG funding request documents on behalf of that jurisdiction.

Eligible Projects/Project Components – Eligible projects/project components are defined by the current federal guidelines related to the type of federal fund that is being considered.

Incomplete Application – An application that does not have required application fields filled-in is defined as incomplete.

‘In an Agency’s Control’, - Actions for which a project sponsor has decision making authority, such as the allocation of funding and staff time, project management, scheduling decisions, and the coordination of the project with other projects in the agency’s boundaries such as developer or other agency projects

Joint Project – A joint project is a project that has more than one jurisdiction financially committed to the project.

MAG Approved Plan – MAG approved plans are used in the evaluation of Regional Projects. The list of MAG approved plans that can be used are the most recently approved Regional Transportation Plan, MAG ITS Strategic Plan – April 2001, MAG Strategic Transportation Safety Plan – October 2005, MAG Regional Bikeway Master Plan – 2007, Pedestrian Plan – 2000, MAG Regional Action Plan on Aging and Mobility, MAG Regional Off-Street System Plan – February 2001, and the Arizona Strategic Highway Safety Plan – August 2007

MAG Committee Process – For purposes related to this document and process: Transportation Review Committee, the Management Committee, the Transportation Policy Committee, and the Regional Council. Please see FIGURE A

MAG Federal Fund Program – The MAG Federal Fund Program consists of projects in the MAG Transportation Improvement Program (TIP) that are funded with federal funds, both highway and transit projects. A component of this Program are the projects that are local sponsored, competitively selected and programmed through the MAG Process with Federal Funds. The categories that are available for local agencies to apply for federal funds through the MAG Process are: Arterial-ITS Projects – CMAQ funded, Arterial Projects – STP-MAG funded, Bicycle and Pedestrian Projects – CMAQ funded, and Air Quality Projects – CMAQ funded.

MAP-21 – On July 6, 2012, President Barak Obama signed the Moving Ahead for Progress in the Twenty First Century Act. MAP-21 authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 2-year period 2013-2014 (<http://www.fhwa.dot.gov/map21/>) and as continued by the Congress.

Project Sponsor – The project sponsor is the local agency that is responsible for all steps of the process related to all aspects of the federal project development process including: the MAG Competitive application process, engineering and design of the project to the federal standards, and completion of federal required clearances. This review process is administered by the Arizona Department of Transportation (ADOT) or a certified accepted (CA) agency. If federal funding is not programmed for design, engineering, and clearance work, the project sponsor is responsible for the costs. The federal required local match and additional funds that are needed to complete the project, including any project cost increases. The amount of MAG federal funds available for a project is the programmed amount listed in an approved TIP.

Regional Project – A transportation project that is sponsored and funded by one or more MAG member agency that impacts other jurisdictions besides those sponsoring the project. The project concept has to be consistent with an approved MAG Plan.

SAFETEA-LU - On August 10, 2005, President George W. Bush signed the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009.¹

Surface Transportation Program (STP) funds – Surface Transportation Program funds are federal funds designated to be used on highways, transit or street projects.

The Transportation Programming Guidebook – The Guidebook is published on a yearly basis and its purpose is to provide MAG member agencies background information, instructions, and deadlines on the different transportation programs and requirements for the RTP, the MAG TIP, and the MAG Federal Fund Program for the upcoming fiscal year.

Technical Advisory Committees (TAC) – The MAG Technical Advisory Committees that are related to Competitive Project Selection Process for MAG Federal Funds are the MAG Street Committee, MAG Intelligent Transportation System (ITS) Committee, Air Quality Technical Advisory Committee, and the Bicycle and Pedestrian Committee. Please see FIGURE A

¹ SAFETEA-LU Home Page. *US Department of Transportation, Federal Highway Administration*. Retrieved on July 9, 2008 from <http://www.fhwa.dot.gov/safetealu/index.htm>.

Appendix A - Transportation Alternative Program (TA)

Transportation Alternatives Program (TA) Goals and Objectives, and Process Approved by Regional Council on August 26, 2013

Goals:

1. Improve pedestrian and bicyclist accessibility and connectivity on the transportation network.
2. Assist in providing a safe environment for the bicyclists and pedestrians on both the on-street and the off-street transportation networks.
3. Make bicycling and walking to public K-8 schools a safer and more desirable transportation alternative to motorized vehicles.

Definitions

- **Accessibility:** The ability of transportation infrastructure improvements to provide better access to transit stops, destinations, schools, homes/subdivisions, and employment for people that are walking or biking for all ages and abilities.
- **Connectivity:** The ability of transportation infrastructure improvements to link the proposed project to other bike/pedestrian facilities, completing a gap in a bike/pedestrian facility, or a city/town.
- **Safety:** Projects that make a street safer by addressing a perceived or observed safety problem, including (but not limited to): high vehicle speed, crashes, striping, intersection crossings, or mid-block crossings.

Objectives:

- Fund eligible Transportation Enhancement and Safe Routes to School (SRTS) projects through the federal MAP-21 Transportation Alternatives fund.
- Fund bike and pedestrian improvement projects that provide a safe transportation route or improve a transportation route for (K-8) students to schools.
- Fund bike and pedestrian improvement projects that address a perceived or observed problem/safety issue, including (but not limited to) unsafe street crossings; missing, narrow or poorly maintained sidewalks; adding/improving bike lanes (restriping, widening, colored pavement); or disconnected/inaccessible bike or pedestrian facilities, while connecting residents to transit stops/centers or other destinations.
- Fund Safe Routes to School (SRTS) non-infrastructure projects that educate and encourage K-8 students, parents, and school resources officers/staff on bicycle and walking options.
 - GUIDELINE - Funding will be set aside at 9% of total Transportation Alternatives funding, with a maximum yearly total of \$400,000. If the total value of projects awarded for Safe Routes to School non-infrastructure projects is less than the total programmed set-aside, remaining funds will be applied toward eligible infrastructure projects.

- GUIDELINE – These projects will need to evaluate on a quarterly basis as required by the federal government, and address enforcement and encouragement.
- Utilize evaluative tools based on quantitative and qualitative performance measures to inform project rankings in the application process.

Proposed Evaluation – Infrastructure - Transportation Alternatives (TA) applications are reviewed, presented, evaluated, and ranked by the MAG Bicycle and Pedestrian Committee. Prior to the TA application being released, the MAG Transportation Safety Committee will review, edit, and develop questions to address safety issues and aspects of the proposed project. The MAG Transportation Safety Committee will also provide guidance on how to evaluate and score the TA application questions related to safety.

One representative from each of the MAG Transportation Safety Committee and the MAG Street Committee will participate in the TA application review, presentation, evaluation, and ranking process at the Bicycle and Pedestrian Committee. The representative will be identified by Safety and Streets Committee before the process begins.

Proposed Evaluation– SRTS Non-Infrastructure

The SRTS Non-Infrastructure projects would be evaluated by the MAG Transportation Safety Committee.

Appendix B – MAG Pinal County Surface Transportation Program (STP)

MAG Pinal County Surface Transportation Program (STP) Programming and Evaluation Guidelines As Approved by the Regional Council on February 25, 2015

I. Program Goals and Objectives

A. The MAG Pinal County STP Program has six key goals and objectives:

1. Expand capacity on existing roadways or intersections of high demand
2. Maintain and preserve the region's transportation system
3. Address safety concerns in existing roadway/intersection conditions
4. Promote connectivity between high demand/capacity roadways and activity centers to advance economic vitality
5. Maintain consistency with stated jurisdiction policy
6. Achieve a significant reduction in congestion on the region's transportation system

II. Eligibility

A. Only projects within the Pinal County area of MAG are eligible for funding under the program.

B. Roadways eligible for funding under the program include:

1. Parkways
2. Principal arterials
3. Minor arterials
4. Major collectors

C. Activities eligible for funding under the program include:

1. Capacity expansion
2. Rehabilitation of existing infrastructure – roadways
3. Rehabilitation of existing infrastructure – bridges
4. Intersection improvements
5. Drainage improvements

D. Phases eligible for funding under the program include the ADOT design-review fee, design, and construction.

E. Funding for the program may not be flexed to the Federal Transit Administration.

1. Projects can include transit-oriented improvements such as bus pullouts if they are part of a larger project (ancillary activities)

III. Funding Limits

- A. The MAG Pinal County sub-allocated STP contribution for a project's construction phase may not exceed \$2.00 million for a single-jurisdiction project and \$3.00 million for a joint or regional project.
 - 1. A joint project has more than one agency financially contributing to the project. It is required that the application:
 - a. Be submitted by the sponsoring agency that will be responsible for implementing the project and reporting to MAG
 - b. List the main contacts for all agencies involved
 - c. Document how the local cost component will be shared between the partnering agencies
 - d. Include signatures from each jurisdiction's manager(s), administrator(s), or designated representatives.
 - 2. A regional project is a transportation project that is sponsored and funded by one or more MAG member agencies that impacts other jurisdictions besides those sponsoring the project and the project concept is consistent with an approved MAG plan.

IV. Application Process

- A. Project applications will be evaluated by the MAG Street Committee and a list of recommended projects will be forwarded through the committee process for review and approval.
 - 1. Projects will be presented, reviewed, and ranked at the Streets Committee and then forwarded to TRC.
 - a. The Streets Committee will assess the application and data provided to determine its reasonableness and accuracy relative to the evaluation criteria
 - b. The Streets Committee cannot change the project scope, schedule, budget, or requested federal funds during the evaluation process. The Street Committee's purpose will be to rank order the projects as submitted in the application through an evaluation process.
 - c. The Transportation Review Committee will review the evaluation and analysis completed by the Streets Committee and recommend projects to be selected and programmed with federal funds based on the guidelines established for project selection.
 - d. The TRC can make recommendations to change the project scope, schedule, or budget during the project selection process.

B. Projects shall be evaluated by the Street Committee using the following measures and weights:

1. Quantitative

- a. Annual average daily traffic (AADT) – 13%
- b. Pavement/bridge condition – 13%
- c. Peak period speed – 13%
- d. Segment/intersection capacity (VPLPH) – 13%
- e. Crash rate – 9%
- f. Number of injuries/fatalities – 9%

2. Qualitative

- a. Connectivity (regional) – 5%
- b. Proximity to activity centers – 5%
- c. Intersection improvement throughput – 5%
- d. Intersection improvement safety – 5%
- e. Jurisdictional policy – 5%
- f. Community involvement – 5%

C. MAG will try to provide at least 5 weeks for agencies to prepare applications during each call for projects.

D. Projects will be evaluated using the Congestion Management Process tool developed for the Pinal County STP funded program.

V. Other

A. The Pinal County STP Program shall adhere to all of MAG's Federal Fund Programming Guidelines and Procedures